

Contacting the reporter is good public relations for the investigating Children's Service Worker (CSW) as it lets the reporter know the report is being investigated. In addition, the reporter is a valuable source of information. Child safety and other investigation considerations can be assessed by exploring them with the reporter.

Upon contact with the reporter the worker will inform mandated reporters that they will receive the result of the investigation.

The worker will inform all reporters who are not mandated and are not anonymous of their right to receive the result of the investigation, *if they request it in writing*.

The worker will inform all reporters, who are not anonymous, that if the finding of the investigation is unsubstantiated, they may request, *in writing*, that the local county office make a referral to the *Office of the Child Advocate*.

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| Related Subject: Section 5, Chapter 2, Attachment B Office of the Child Advocate |
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Questions to ask the reporter include, but are not limited to the following:

- What information can be provided in addition to what was shared with CANHU?
- How did the reporter find out about this incident?
- Has this ever happened before?
- If it has happened before, what has prompted the reporter to report this incident at this time?
- When did the incident occur?
- When was the child last seen?
- What is happening with the child right now?
- Is the child currently in danger?
- Is there other violence, such as domestic violence, sibling abuse, or elder abuse present in the home?
- Who else can be contacted who has information regarding the report? What is the address(es) and phone number(s) of additional collateral(s)?
- Where does the child's parent(s)/caretaker(s) work? What is the work address(es) and phone number(s)?

TITLE: CHILD WELFARE MANUAL
SECTION 2: INTAKE
CHAPTER 4: INVESTIGATION RESPONSE
ATTACHMENT D: REPORTER CONTACT
EFFECTIVE DATE: August 28, 2004
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- Does the child go to a child care provider? What is the child care provider's address and phone number? What hours is the child with the child care provider?
- Does the child attend school? What is the school address and phone number? What hours does the child attend school?
- Has the child had a physical exam: x-rays, culture(s), etc.?

The investigating CSW is encouraged to gather as much information as possible to enable him/her to investigate the CA/N report. The CSW should advise a mandated reporter of right to information concerning disposition of report.

At the time of the contact, inform the Mandated Reporter that he/she will receive information regarding the date and disposition of the findings of the investigation/family assessment. The Mandated Reporter will also be informed as to whether or not referrals were made to community service providers or to the juvenile court.

When the only basis for a report was educational neglect, with a finding of "preponderance of evidence" or a family assessment finding of "Family Assessment - Services Needed," send a copy of the completed CPS-1 to the school district in which the child resides (with the reporter's name blacked out). When other allegations of abuse or neglect are contained in the investigation, send a summary, which contains information only on the educational neglect, to the school district (with the reporter's name omitted). This will assist the school in making an appropriate referral to the prosecuting attorney.

MEMORANDA HISTORY: CD04-79